

SIKKIM



GOVERNMENT

GAZETTE

**EXTRAORDINARY
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Gangtok

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No. 39

**GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS,
TRAINING AND PUBLIC GRIEVANCES
GANGTOK**

No: 210/GEN/DOP

Dated: 14/02/2019

NOTIFICATION

The State Government is hereby pleased to make the following rules further to amend the Sikkim State Organic Certification Agency (SSOCA) Service Rules 2017 namely: -

1. Short title and commencement

- (1) These rules may be called Sikkim State Organic Certification Agency (SSOCA) Service (Amendment) Rules 2019.
- (2) They shall come into force at once.

2. In the Sikkim State Organic Certification Agency (SSOCA) Service Rules, 2017 (hereinafter referred to as the said rules), in rules;-

- (i) for clause "c" the following shall be substituted namely: -

"Appointing Authority" means The Government of Sikkim through The Chairman of the Governing Body, or any other Officer appointed by the Chairman of the Governing Body."

- (ii) for clause "e" the following shall be substituted namely: -

"Controlling Authority" means Chairman of the Governing Body, Sikkim State Organic Certification Agency (SSOCA) or any other Officer appointed by the Chairman of the Governing Body.

3. In the said rules, for the existing schedule, the following schedule shall be substituted, namely:

"Schedule

| SI No | Category of Post and Scale of Pay and their equivalent post. | Pay Scale and classification | No. of Posts Sanctioned | | Method of Recruitment | Minimum Qualification |
|-------|--|------------------------------|-------------------------|-----------|---|---|
| (1) | (2) | (3) | (4) | | (5) | (6) |
| | | | Permanent | Temporary | | |
| 1 | Chief Executive Officer (Equivalent post Director) Scale and Pay as per equivalent post and Government Norms. Remarks: - Upgradation of post. | Pay Matrix Level 21 | 01 | - | Deputation from Government and will be posted for minimum of 3 yrs. by promotion from the cadre of Addl. Chief Executive Officer of Organic Certification (Quality Manager) | From Government Should have worked in the cadre of Addl. Chief Executive Officer of Organic Certification (Quality Manager) for a minimum period of 3 years |
| 2 | Manager (Quality and Administration) cum Addl. Chief Executive Officer (Equivalent post Addl. Director) Scale and Pay as per equivalent post and Government Norms. Remarks: - Upgradation of post. | Pay Matrix Level 20 | 01 | - | 100% by promotion from the cadre of Joint Chief Executive Officer of Organic Certification (Certification Officer) | Should have worked in the cadre of Joint Chief Executive Officer of Organic Certification (Certification Officer) for a minimum period 3 years. |
| 3 | Certification Officer cum Joint Chief Executive Officer (Equivalent post Joint Director) Scale and Pay as per equivalent post and Government Norms. Remarks: - Post to be created later. | Pay Matrix Level 19 | 01 | - | 100% by promotion from the cadre of Deputy Chief Executive Officer of Organic Certification (Senior Evaluator) | Should have worked in the cadre of Deputy Chief Executive Officer of Organic Certification (Senior Evaluator) for a minimum period 3 years. |
| 4 | Senior Evaluator cum Deputy Chief Executive Officer (Equivalent post Deputy Director) Scale and Pay as per equivalent post and Government Norms. Remarks: - Post to be created later. | Pay Matrix Level 17 | 01 | - | 100% by promotion from the cadre of Evaluator/ Operation Officer | Should have worked in the cadre of Evaluator/ Operation Officer for a minimum period of 3 year |

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| 5 | Evaluator cum Assistant Chief Executive Officer (Equivalent post Assistant Director) Scale and Pay as per equivalent post and Government Norms. | Pay Matrix Level 15 | 02 | - | 100% by promotion from the cadre of Organic Certification Sr. Inspector (Sr. Auditor) | Should have worked in the cadre of Organic Certification Sr. Inspector (Sr. Auditor) for a minimum period of 3 years |
| 6 | Operation Officer cum Law Officer cum Evaluator. (Scale and Pay as per equivalent post and Government Norms.) Remarks: - Post to be upgraded & re-designated from existing Inspector (Legal/Administration) cum Reviewer. | Pay Matrix Level 15 | 01 | - | 100% by direct recruitment. | 1). Must be holder of a BA-LLB degree. 2). Should have Diploma in Computer. 3). Should have NPOP and ISO trained. 4). Knowledge of NPOP/ISO Standards is essential. 5). Minimum 3 yrs of relevant field experience. 6). Preferably 2 years' experience in certification bodies. |
| 7 | Senior Auditor (Equivalent post Inspector) Scale and Pay as per equivalent post and Government Norms. Remarks: - Number of Post to be increase from 2 to 5 with 60:40 ratio for promotion and direct recruitment. | Pay Matrix Level 12 | 05 | - | 60% by promotion from the cadre of Organic Certification Auditor. | Should have worked in the cadre of Organic Certification Auditor for a minimum period of 5 years |
| | | | | | 40% by direct recruitment | Should have worked has an Organic Certification Auditor for a minimum period of 5 years in any NPOP accredited certification Bodies. |
| 8 | Auditor (Equivalent post VLW) Scale and Pay as per equivalent post and Government Norms. | Pay Matrix Level 09 | 06 | - | 100% by direct recruitment | 1. Preferably degree in B.Sc., (Agri./Horti) awarded by a recognized university or Diploma in Organic Agriculture / Farming / Certification having experience of |

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| | | | | | | minimum 5 years in ICS handling. 2. ISO 9001 and ISO 22000 Trained. 3. NPOP Trained. 4. Minimum Three years of experience in Inspection & Certification and ICS Management. 5. Preferably 2 years' experience in Certification Bodies. |
| 9 | Computer Operator cum Auditor (Scale and Pay as per equivalent post and Government Norms.) | Pay Matrix Level 09 | 01 | - | 100% by direct recruitment | 1) Preferably holder of a degree or Class XII passed with Diploma in Organic (Inspection / Certification / ICS). 2) Must possess Diploma in Computer. 3. NPOP/ISO trained. 4. Knowledge of Organic Certification, Tracenet and online data entry is must. 4. Three years of relevant field experience and must have handled Tracenet for 2-3 years. 5. Tally trained preferably |
| 10 | Account Officer (Post to be created later) Scale and Pay as per equivalent post and Government Norms. Remarks: - Post to be renamed from existing Manager (Accounts). | Pay Matrix Level 15 | 01 | - | 100% by promotion from the cadre of SSOCA | Should have worked in the cadre of Senior Accountant in SSOCA for a minimum period of 5 yrs |
| 11 | Senior Accountant (Post to be created later) (Scale and Pay as per equivalent post and Government Norms.) | Pay Matrix Level 11 | 01 | - | 100% by promotion from the cadre of SSOCA | Should have worked in the cadre of Accountant in SSOCA for a minimum period of 5 years |

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| 12 | Accountant (Scale and Pay as per equivalent post and Government Norms.) | Pay Matrix Level 09 | 01 | - | 100% by promotion from the cadre of SSOCA | Should have worked in the cadre of Junior Accountant in SSOCA for a minimum period of 5 years |
| 13 | Junior Accountant (Scale and Pay as per equivalent post and Government Norms.) | Pay Matrix Level 06 | 01 | - | 100% by direct recruitment | 1) Must be holder of a degree (B.Com). 2) Trained in Tally and having knowledge of accounting. 3). 2 years of relevant experience. |
| 14 | Driver cum Office Assistant (Scale and Pay as per equivalent post and Government Norms.) | Pay Matrix Level 04 | 03 | - | 100% by direct recruitment | 1) Must have passed class XII or equivalent qualification. 2) Must be holder of valid and LMV driving license |

BY ORDER AND IN THE NAME OF GOVERNOR

**ADDITIONAL SECRETARY TO THE GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS,
TRAINING AND PUBLIC GRIEVANCES.**